



CENTRAL  
DISTRICT  
HEALTH  
DEPARTMENT

MAIN OFFICE • 707 N. ARMSTRONG PL. • BOISE, ID 83704-0825 • (208) 375-5211 • FAX 327-8500

*To prevent and treat disease and disability; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.*

**CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
COURTYARD MARRIOTT: 1789 S. EAGLE ROAD, MERIDIAN, ID 83642**

**August 24, 2007**

**BOARD MEMBERS:**

Steven F. Scanlin, JD, Chair  
Mary Egusquiza, Vice Chair  
Betty Ann Nettleton, RN, Trustee

Dr. Jane Young, DNP (absent)  
Dr. Ted Epperly, MD

Commissioner Frank Eld  
Commissioner Fred Lawson

**STAFF:**

Russell A. Duke, Director/Board Secretary  
Donna Mahan

Cindy Trail

Meghan Muguira

\* \* \* \* \*

**ALL BOARD MEETING TO ORDER – Steve Scanlin**

Chairman Steve Scanlin called the Board of Health meeting to order at 8:17 a.m.

**ACTION ON MINUTES FOR MAY 11, 2007 – Steve Scanlin**

Chairman Steve Scanlin asked for a motion to approve the May 11, 2007, Board of Health minutes as presented.

**Motion:** Betty Ann Nettleton moved to approve the May 11, 2007, Board of Health minutes as presented; Mary Egusquiza seconded; no further discussion; all in favor; motion carried.

**FINANCIAL REPORT – Meghan Muguira**

**FY 2007 – Yearend Budget to Actual**

The FY 2007 Budget to Actual report for July 1, 2006 to June 30, 2007, shows a 1% budget variance. Our overall revenue came in 3% (\$306,892) under budget and our expenditures came in 3% (\$374,220) under budget. The combine variance on the budget was 1% (\$67,328). We used only \$27,672 from our reserve funds versus the \$95,000 budgeted. We finished the year in great shape.

**FUND DESIGNATIONS/CARRYOVER - Meghan Muguira/Russell Duke**

Our Cash Basis Fund Statement at year-end (June 30, 2007) showed that the District's 'Cash Balance' was \$1,713,535 before year-end adjustments. After the year-end adjustments were made, we had an 'Ending Cash Balance' of \$1,194,923. We are proposing that \$231,500 be used as a carryover for designated projects for FY 2008 budget:

*Serving Valley, Elmore, Boise, and Ada Counties*

Ada / Boise County Office  
707 N. Armstrong Pl.  
Boise, ID 83704  
Enviro. Health: 327-7499  
Family Planning: 327-7400  
Immunizations: 327-7450  
Senior Nutrition: 327-7460  
WIC: 327-7488  
FAX: 327-8500

Elmore County Office  
520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
Family Health: 587-4407  
WIC: 587-4409  
FAX: 587-3521

Valley County Office  
703 N. 1st St.  
P.O. Box 1448  
McCall, ID 83638  
Ph. 634-7194  
FAX: 634-2174



- Childhood Overweight Prevention Program (2<sup>ND</sup> year funding)
- BSU Preventive Health Services Assessment
- Cat 6 Wiring Project
- Wiring Clinic Rooms for Voice and Data
- Balance of Storage Area Network (SAN) Project
- Phones/Furniture/Medical Equipment

This leaves us with a balance of \$963,423, of which \$500,000 will be designated to the Contingency fund and \$463,423 will be designated to the Capital Reserve fund. The Contingency fund and the Capital Reserve fund have now replaced the Permanent Building fund, which provides more clarification on the usage of the funds.

**Motion:** Dr. Ted Epperly made a motion to develop a written reserve policy regarding the Contingency fund and the Capital Reserve fund that defines how much money will be put into these accounts, how the money will be utilized, when it will be used, and that the policy reflects the Board's support and oversight; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

Steve Scanlin asked for a motion to approve the Fund Designation Carryover Schedule.

**Motion:** Mary Egusquiza moved to approve the Fund Designation Carryover Schedule; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

#### **TRUSTEE REPORT - Betty Ann Nettleton**

##### Idaho Association of District Boards of Health (IAB) – Sun Valley

Betty Ann Nettleton, Board Trustee, provided an update on the IAB meeting that took place May 30 through June 1. Commissioner Frank Eld and Steve Scanlin attended this meeting also. All five resolutions were approved. A key topic was land usage along with how important public health's involvement is. Rob Howarth will present a policy on land usage at our next Board meeting. The Board would like to see staff continuing to be involved in land usage committees throughout our counties.

In 2008, we will be hosting the Idaho Association of Local Boards of Health at The Grove Hotel. Several themes and issues were discussed – fire in regards to the health of our community, air quality, and land usage. We will confirm the theme at our next meeting.

#### **NALBOH PRESENTATION - Steve Scanlin**

Steve Scanlin, Board Chair, provided a brief overview of the presentation that he and Wally Sanchez, Facility Manager, will be presenting at NALBOH in September in Anchorage, Alaska. The presentation is called "Local Board of Health Goes Green and Comes Clean." This presentation demonstrates how the Board sets policy while exhibiting how the organization puts policy into action.

#### **DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) MEMORANDUM OF UNDERSTANDING (MOU) - Russell Duke**

Russell Duke presented the DEQ MOU to the Board. According to Idaho code, DEQ has the authority to delegate responsibility to the Public Health District (PHD). The MOU was last updated in 2000. Russ asked for the Board's approval of the MOU as presented and to give him the authority to sign it on behalf of the Board. Mr. Duke reassured the Board that in signing this MOU we would not be given any additional responsibility beyond the activities we currently do. Collectively, the PHD does not want to take

on the liability or the cost of enforcement; however, we would continue to educate and to work with individuals to come into compliance with the law. The power and duty of this Board is to administer and enforce all state and district health laws, regulations, and standards.

After a very lengthy discussion, the Board decided to take more time to review the MOU as presented and asked Russ to forward a copy of the Public Water Systems contract to them. One key element the Board would like to see addressed in the future regarding this MOU is surface and storm water runoff.

#### **FEE RULE DELETION - Russell Duke**

Mr. Duke presented to the Board that Public Health District 4 rules (41.04.01) on the books regarding our fees had been obsolete since statewide District rules (41.02.01) were passed in 1994. During this year's legislative session, Russ will be asking to have them removed from the books. To proceed in this removal process, we need the Board's approval.

Chairman Steven Scanlin requested a motion to give Russell Duke the authority to move forward on removing the obsolete rules (41.04.01) that have been replaced with new rules (41.02.01).

**Motion:** Commissioner Frank Eld moved to give Russell Duke the authority to move forward on removing the obsolete rules (41.04.01) that have been replaced with new rules (41.02.01); Mary Egusquiza seconded; no further discussion; all in favor; motion carried.

#### **DIRECTOR'S REPORT - Russell Duke**

##### Review Performance Evaluation Procedures

The Board agreed to use the same evaluation process as last year to evaluate Russ's performance over the past year. These evaluations will be reviewed during the October Board of Health meeting.

##### Note

Mary Egusquiza will be acting as Chair until the end of the calendar year.

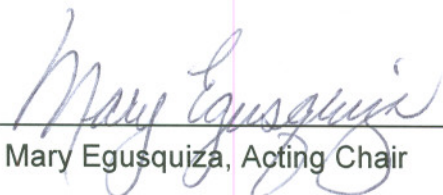
#### **ADJOURN – Steve Scanlin**


Chairman Steve Scanlin requested a motion to adjourn the meeting.

**Motion:** Betty Ann Nettleton moved to adjourn the meeting; Mary Egusquiza seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 10:32 a.m.

Respectfully submitted:

  
Mary Egusquiza, Acting Chair

10/19/07  
Date   
Russell A. Duke, Secretary